

Judicial Information Systems

PCS Briefs



(888) 339-1547

February 2002

PCS Briefs will include information about the probate/juvenile court software, future training sessions and user meetings.

If you have any questions, comments, or suggestions, please submit them by U.S. mail, fax at (517) 373-7451 or e-mail to the probate/juvenile help desk. You will find our names and e-mail addresses at the end of this newsletter.

Highlights in this issue:

- Welcome
- Executive Committee
- Probate Case Disposition
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- Caseload Changes
- Training Sessions

JIS-PCS Executive Committee

JIS Probate/Juvenile team is forming an Executive Committee. This committee will meet approximately once a year at the SCAO/JIS Lansing office to discuss upcoming changes that need to be made to the probate/juvenile court software and determine the priority that each item will be given. The first meeting will take place in May of 2002.

If you are interested in becoming a member of this committee, please fill out the enclosed form and return it no later than March 29, 2002. Please mail to:

Judicial Information Systems, Probate Team
P.O. Box 30048
Lansing, MI 48909

Probate Case Disposition

It is important that all probate cases are disposed properly. MI & JA cases **must** be disposed on the Schedule Screen. All other cases **must** be disposed of on the Header Screen. TR cases do not need to be disposed.

Any case that was disposed on or after January 1, 2002 must have a disposition entered either in the Header or the Schedule Screen. If cases were missed, run the attached report generator. If cases show up without a disposition code and date, verify that the case is actually still pending. If they were disposed and the disposition was not entered on the computer, fill in the appropriate disposition code and date fields.

March 2002 Software Release

PLEASE DISTRIBUTE TO ALL USERS

JIS will be sending a software release in March of 2002 which will include the new caseload reports, program fixes from the December 2001 release.



Caseload 2002 Changes

Recently, SCAO sent out the final draft of the 2002 caseload reports for Probate and Circuit (Juvenile) courts. In that manual, you will find information for SCAO reporting requirements for New Filings and Dispositions. Please refer to the caseload manual for information on the forms that indicate disposition has occurred. Enclosed, you will find a copy of the Probate Caseload with instructions and the Juvenile part of the Circuit Court caseload with instructions as taken from the SCAO manuals. Also enclosed are copies of the actual reports generated from our system. Please note, changes have taken place to the caseload reports after our training sessions were already in progress and were not completed until recently. As a result, certain areas have been changed in our programming to coincide with the changes made by SCAO.

Future Training Sessions

We will be holding training sessions for the Probate and Juvenile systems this summer. This training will be ideal for new employees and for circuit court/clerks office staff that are entering information onto the Probate and Juvenile system. The notice for this training will be sent out early this summer.

JIS Probate/Juvenile Help Desk

To contact the probate/juvenile help desk, please email us at:

smelta@jud.state.mi.us

or

wigginsb@jud.state.mi.us

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